

15 August 1985

MEMORANDUM FOR: Chief, Headquarters Security Branch

: OMS, Clinical Services Division

THROUGH: Acting Director, Public Affairs Office

FROM: [redacted]
Coordinator for Academic Affairs, PAO

SUBJECT: Visit of Washington Center to Headquarters
28 August 1985

1. Approximately 74 students, and 6 staff assistants, and one professor (Shelton L. Williams), (total 81), from the Washington Center will visit Headquarters Auditorium where they will be briefed by [redacted] [redacted] Coordinator for Academic Affairs, and [redacted] Chief, Policy Analysis Division, Office of Soviet Analysis, from 1:30 until 3:30 on August 28. They are all U.S. citizens. They will arrive in a double-decker bus from the Spirit of '76 Tours at approximately 1:15 and depart immediately after the briefing.

a. For Security: Please notify the gate of arrival date and time. A list of attendees is attached.

b. For Medical: Please add this date to the list we sent you of possible outside groups visiting Headquarters.

2. One of the students [redacted] is blind and is accompanied by a seeing eye dog. We have been informed by the Professor that no special arrangements will be needed.

3. Please contact me or my secretary on [redacted] for any help we can provide.

Attachment:
List of attendees

Distribution:

Orig. & 1 - Addressee (w/att)

1 - OMS

1 - Ch., SOVA/PAD

1 - MED (w/att)

2 - CAA/PAO (w/att)

STAT CAA/PAO: (15 Aug.85)

Academic Group Visits to the Agency

<u>Date</u>	<u>Group</u>	<u>Number</u>
25 Jan. 85	Colgate University (MED and CAA)	14
1 Feb. 85	The American University - Washington Semester (MED and CAA)	82

STAT

Approved For Release 2005/12/14 : CIA-RDP86B00985R000400170001-0

Next 8 Page(s) In Document Exempt

Approved For Release 2005/12/14 : CIA-RDP86B00985R000400170001-0



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

PUBLIC AFFAIRS

Phone: (703) 351-7676

31 July 1985

Dean Shelton L. Williams
Dean of Social Sciences
Austin College
Sherman, TX 75090

Dear Dean Williams:

In reference to your request on behalf of the Foreign Policy Symposium for the Washington Center, I am pleased to confirm that your visit to CIA has been scheduled for Wednesday, 28 August, from 1:30 to 3:30 p.m. at our Headquarters Building in Langley, Virginia (see attached map). Please plan to enter at the Route 123 entrance. Academic Coordinator [redacted] will speak to you about intelligence and national security and [redacted] will brief you on Soviet affairs. A representative from the Office of Personnel will also be available to answer any questions concerning career opportunities at this Agency. Please plan to arrive by 1:15 p.m.

STAT
STAT

To satisfy our security requirements, I ask that at least two weeks in advance of your visit I receive an alphabetized list of all attendees with full name, home address, date and place of birth, and social security number for each. Please also include a brief statement from you that all are U.S. citizens, since we are not prepared to accommodate foreign nationals. As I understand it, you and other staff representatives will be on hand in the event any unforeseen problems arise. I plan to meet you on your arrival and to be available to help throughout your visit.

Each individual should plan to bring some form of identification with photograph to show to the receptionist upon entering the building. If you will let me know of any handicapped persons who will attend, I will make special arrangements to assist them. Since we have limited parking facilities, it will help to know in advance the number and description of vehicles you will be arriving in. Buses or vans should plan to stay here for the duration of your visit (otherwise, special arrangements must be made with the gate, which means an even earlier arrival). I apologize in advance for any inconvenience that may be caused by the construction of our new Headquarters addition.

Dean Shelton L. Williams
Page 2
31 July 1985

The Agency allows neither hazardous equipment--such as weapons or explosives--nor cameras, recording devices, or radio transmitters to be brought into the building, which I guess should go without saying. Nevertheless, to save embarrassment, you might mention these things to our guests.

Also attached is a checklist summarizing these details, which I hope will assist you in making arrangements. We look forward to your visit. If you have any further questions, please do not hesitate to call me at [redacted]

STAT

Sincerely,

STAT

[redacted]
PUBLIC AFFAIRS

Attachments:

- A. Map to CIA
- B. Checklist

STAT

DCI/PAO, [redacted] 31 Jul 85

Distribution:

STAT

Orig - Addressee
1 - [redacted] ✓
1 - MED Chron
1 - MED Subject
1 - Office of Personnel